

( CONFIDENTIAL (

(This Notice Expires 26 October 1984)

31 October 1983

OFFICE OF COMMUNICATIONS NOTICE NO. 61-83

SUBJECT: Coordination of OC Office Space Requirements [ ]

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1. The OC Executive Assistant (OC-EXA) is hereby assigned responsibility for coordinating the acquisition or reallocation of office space for all OC staff elements in the metropolitan area. That responsibility extends to the development and coordination of OC requirements for space in the new building, [ ] and any other location which is being considered as an equipment storage area, maintenance facility, laboratory, machine area or a work area for OC personnel. It also includes the coordination of proposals for the realignment of OC space within existing buildings. [ ]

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2. In connection with those duties, the OC-EXA has been identified to the New Building Project Office (NBPO) as the central point of contact within the Office of Communications with whom representatives of the NBPO will work to develop detailed space requirements for the new building. [ ]

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3. The OC-EXA is not given any responsibility or authority in matters which pertain to the planning of utility support systems, communications systems or COMSEC countermeasures for the new building (except in the very narrow context of space requirements for those systems or services). Those matters are the responsibility of the New Building Communications Program Office of the OC Engineering Division. [ ]

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4. All OC components should ensure that the OC-EXA is kept fully apprised of all matters relating to space in the new building, the present Headquarters Building and all outlying buildings in the metropolitan area. [ ]

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[ ]  
Director of Communications

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